

ISEA CM Assessment Team

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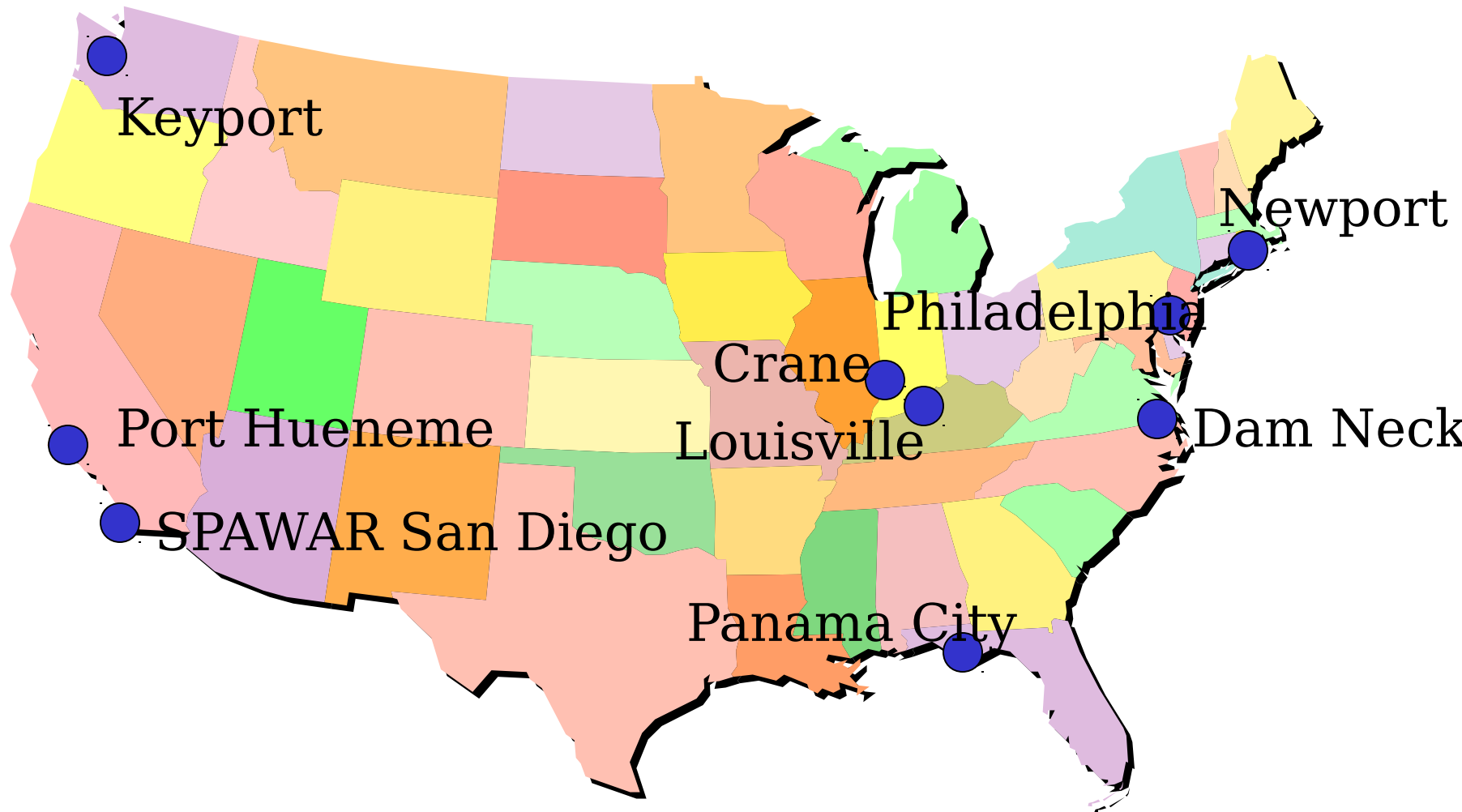
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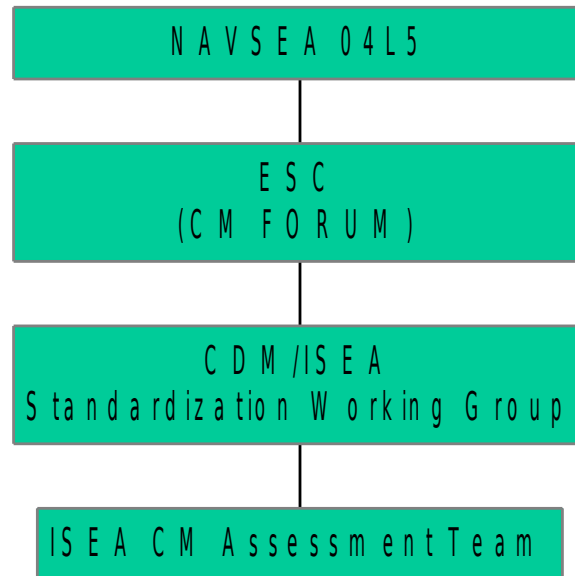
ISEA Representation



Overview

- Purpose
 - to assess the processes and procedures used by ISEAs in executing their responsibility for CM with regard to ship configuration
- Scope
 - self and formal assessment process associated with ISEA CM functions
- Objectives
 - Define roles and responsibilities
 - Define the approach
 - Define team requirements
 - Define assessment criteria and procedures
 - Determine “As-Is” ISEA CM practices

Organization



Assessments

- Objectives
 - Determine “As-Is” procedures utilized to execute the CM
 - Identify of “Best-Practices”
 - Assess implementation of standardized processes
- Core CM Process Requirements
 - Management and Administration
 - Top-down, breakdown; Requirements; Specifications; Design; and End-item Documentation
 - Standardized Naming, Numbering & Reuse
 - Validation & Release of Documentation
 - Change Management
 - Enabling Tools

Assessments (Cont.)

- Self-Assessments
 - Self-review of existing CM processes
 - Provided a questionnaire, the assessment criteria, and background material
 - 30 days to complete the self-assessment
 - If outside help is requested, a member(s) of the assessment team will be made available
- Formal Assessments
 - Begin upon receipt of the command's self-assessment
 - Review the self-assessment
 - Formulate a plan to conduct the on-site portion
 - Focus on establishing the "As-Is" picture
 - Out-brief will be conducted

Assessments (Cont.)

- Principles
 - A good assessment requires a competent assessment team, sound leadership, and a cooperative organization
 - The need for standardized processes as the basis of the assessment
 - The requirement for confidentiality
 - Senior management involvement
 - An attitude of respect for views of the people in the organization being assessed
- Team
 - Establish a schedule and identify the team to conduct the assessment
 - NAVSEA 04L5 will coordinate assessment team selection and training
 - The activity being assessed will provide a team member for the assessment
 - Team members will be required to hold a current certification in CM

Assessments (Cont.)

- Report
 - Presentation of a written report and recommendations to the commanding officer or designated agent.
 - Summary and Conclusions - An executive summary of the findings and recommendations
 - Assessment - The assessment background and a description of the assessment process
 - Site Status - A summary description of the site status
 - Key Findings - A brief description of each finding
 - Recommendations - A description of each of the recommendations

POA&M

Task	FY01/Q2	FY01/Q3	FY01/Q4	FY02/Q1	FY02/Q2	FY02/Q3	FY02/Q4
Develop Plan	████████						
Develop Criteria	████████						
Develop Team	████████████████████						
Develop Self Assessment Kit		████████████████					
Execute st ISEA Assessment		████					
Update SA Kit		████					
Execute nd ISEA Assessment			████				
Update SA Kit			████				
Execute rd ISEA Assessment			████				
Execute remainder ISEA Assessments/ Update SA Kit				██			